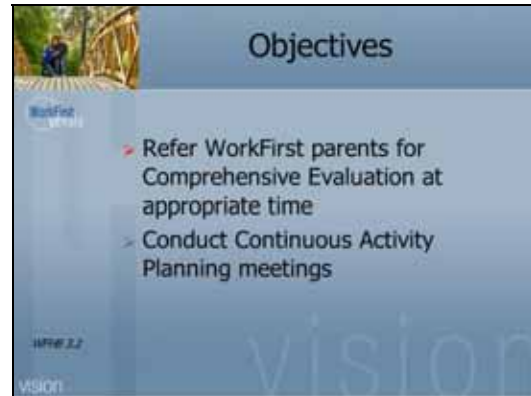




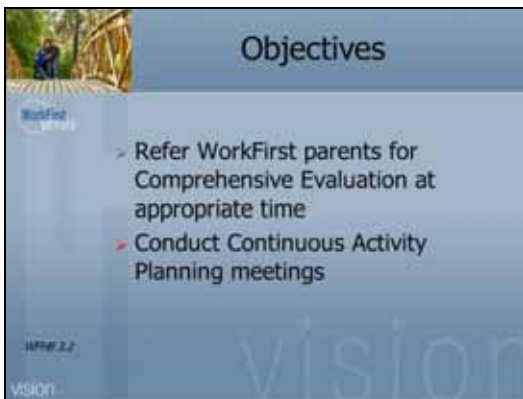
WorkFirst Forward

Slide notes: Since the statewide implementation of the Comprehensive Evaluation in June, CE's have been conducted based on events that occur on a WorkFirst parent's case. The CE is designed to gather better information, for better participation and better outcomes for families. As of March 1st, policy changes will take effect that will streamline the CE process and allow parents to engage in countable activities more quickly.



Objectives1

Slide notes: At the conclusion of this presentation, staff will understand when a new CE is required or whether an existing CE can be updated.



Objectives

Slide notes: They will also be able to recognize when "Continuous Activity Planning" (CAP) meetings are required and what these meetings consist of. Complete policies and procedures for the Comprehensive Evaluation and the new Continuous Activity Planning are located in the WorkFirst Handbook, Chapter 3.2



CE Current Policy

Slide notes: Since the statewide implementation of the Comprehensive Evaluation in 6/06, CE's have been conducted based on events that occur on a WorkFirst parent's case. A completely new CE has been required for each newly approved application--including when the applicant is returning to WorkFirst cash assistance within 6 months of termination.



CE Current Policy

Slide notes: A new CE is scheduled when a sanction is imposed,



CE Current Policy

Slide notes: when a parent leaves job search including when they're referred back early as well as when they have completed job search without finding a job.



CE Current Policy

Slide notes: Parents who are not making progress or who are unable to continue with their assigned activity



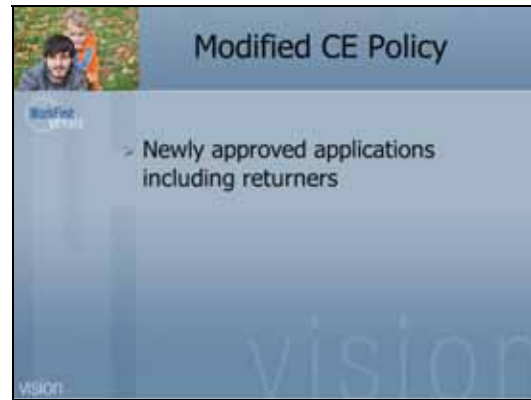
CE Current Policy

Slide notes: or parents entering the pregnancy to employment pathway also must complete a new CE.



CE Current Policy

Slide notes: In some situations, parents that request to enter an education or training activity may need to complete a new CE.



Modified CE Policy

Slide notes: In March the CE policy is being modified. This will decrease the number of circumstances in which a new CE is required. A new CE will continue to be required for all newly approved applications including those returning to WorkFirst cash assistance within 6 months of termination.



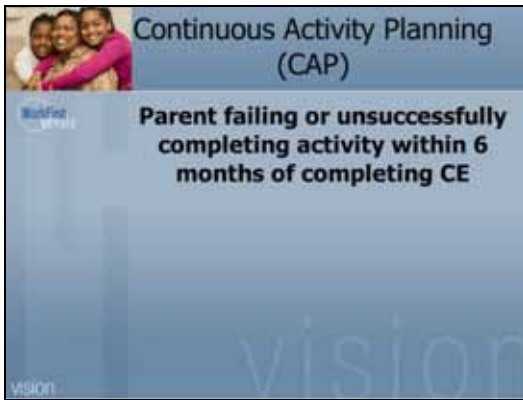
Modified CE Policy

Slide notes: CSO's can choose to refer WorkFirst cash assistance applicants, who have had their eligibility interview and are likely to be approved, to complete a CE prior to approval. This may be appropriate for applicants that appear to meet financial and resource eligibility and who are "pending approval" for verification reasons like identification or household composition.



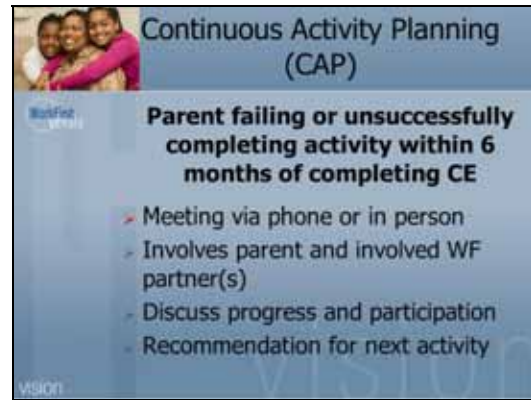
Modified CE Policy

Slide notes: A new CE is always required when a sanction is imposed.



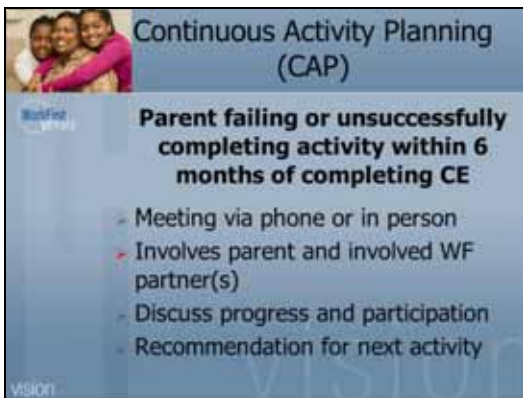
Continuous Activity Planning (CAP)

Slide notes: A new event called "Continuous Activity Planning" will be implemented in March. This will be conducted in some situations that had previously called for a new CE and should help streamline the Comprehensive Evaluation process. Up until March 1st, if a parent was unsuccessful in his or her assigned WorkFirst activity, a new CE was required. As of 3/1, if a parent is unsuccessful in their activity and they have completed a CE in the last 6 months, the worker will conduct a Continuous Activity Planning meeting.



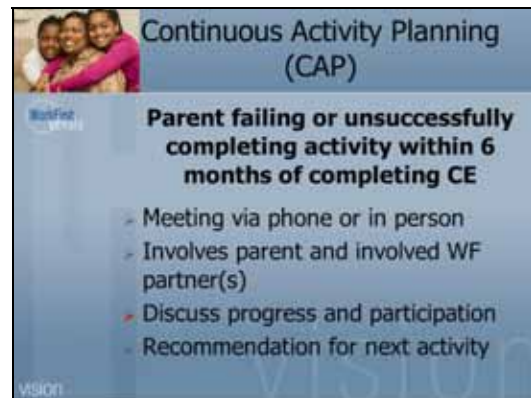
Continuous Activity 3

Slide notes: This meeting can be over the phone or in person



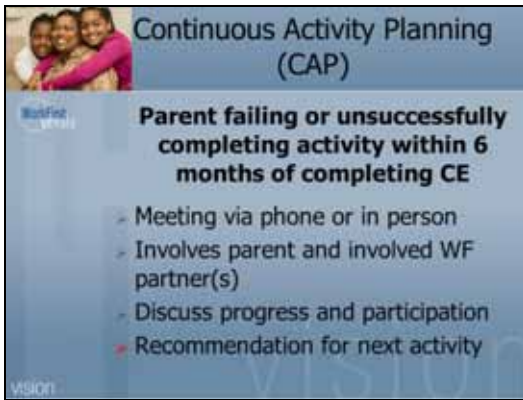
Continuous Activity Planning (CAP)4

Slide notes: and involves the parent, the WF Program Specialist or Social Worker and any other involved WorkFirst partners.



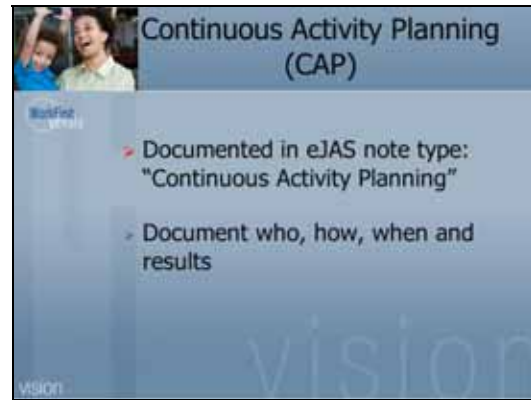
Continuous Activity Planning (CAP)5

Slide notes: The CAP meeting is to discuss the parents' progress and participation



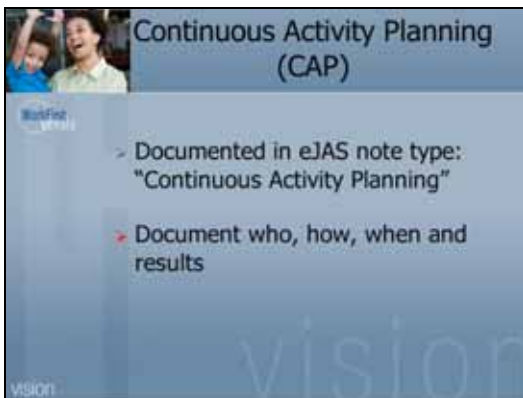
Continuous Activity Planning (CAP)6

Slide notes: and recommend the next activity.



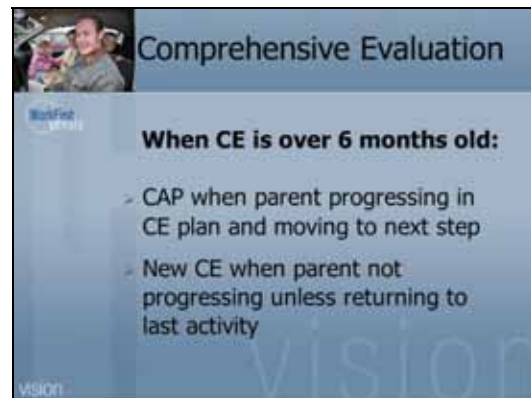
Continuous Activity Planning (CAP)1

Slide notes: There will be a new eJAS note type specifically for the "Continuous Activity Planning" meeting to help track and identify these cases.



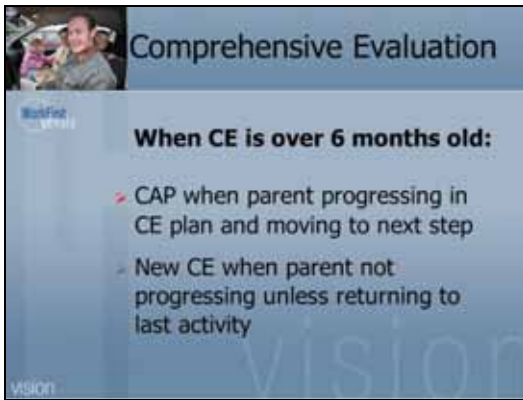
Continuous Activity Planning (CAP)2

Slide notes: The WFPS or WFSW will document who participated in the meeting, if it was conducted in person or over the phone, when it was conducted and what was the outcome of the meeting. These meetings will help parents transition to their next activity quickly and shorten the amount of time that they are not in federally countable activities.



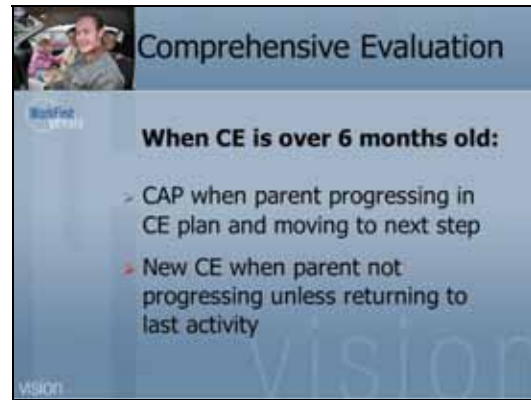
Comprehensive Evaluation

Slide notes: When a parent completed a CE over 6 months ago a decision needs to be made to determine if they should be referred to a CE or a CAP.



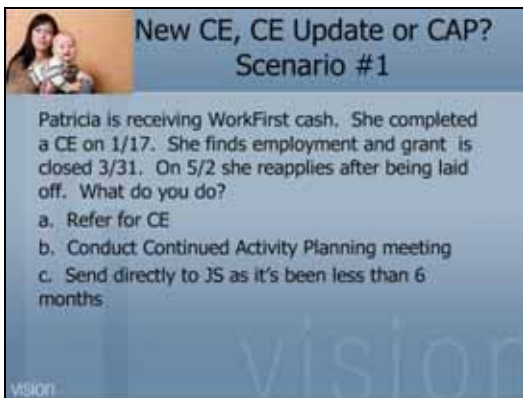
Comprehensive Evaluation

Slide notes: If they're progressing in the plan that was identified through the previous CE and are now progressing on to the next step in that plan, the WFPS or WFSW will conduct a Continuous Activity Plan meeting.



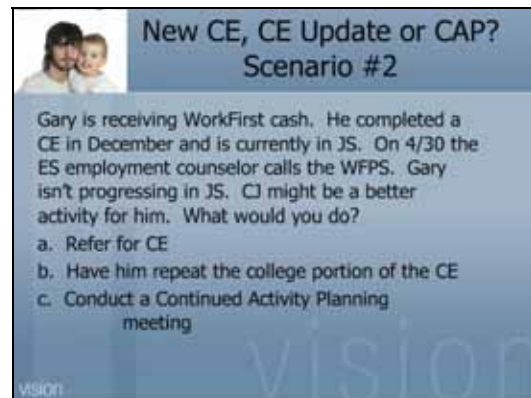
Comprehensive Evaluation

Slide notes: If it's been over 6 months since the last CE and they are not progressing in their plan, they will be referred for another CE. The exception to this is if they are returning to most recent activity that they were engaged in. Always document why you chose to do the Continuous Activity Plan vs. the CE.



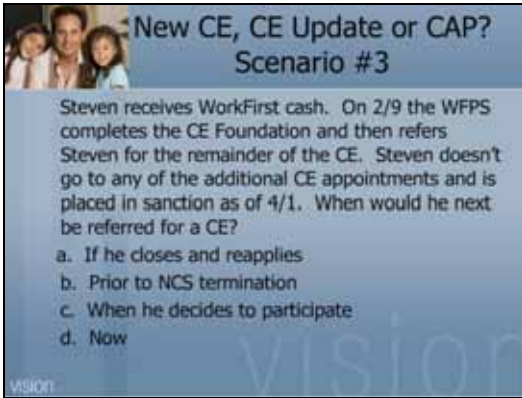
New CE, CE Update or CAP? Scenario #1

Slide notes: Let's look at some scenarios. In this first one, Patricia completed a CE in January. She finds a job and her WorkFirst cash closes 3/31. However she reapplies on 5/2 after being laid off. What do you do? Click on the correct answer.



New CE, CE Update or CAP? Scenario #2

Slide notes: In this one Gary completed a CE in December. He's been in Job Search but the ES employment counselor talks to the WFPS and says that CJ might be a better option as Gary isn't progressing in JS. What would you do?



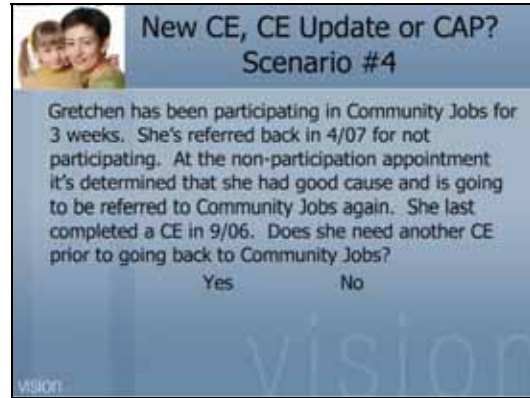
**New CE, CE Update or CAP?
Scenario #3**

Steven receives WorkFirst cash. On 2/9 the WFPS completes the CE Foundation and then refers Steven for the remainder of the CE. Steven doesn't go to any of the additional CE appointments and is placed in sanction as of 4/1. When would he next be referred for a CE?

- a. If he closes and reapplies
- b. Prior to NCS termination
- c. When he decides to participate
- d. Now

New CE, CE Update or CAP? Scenario #3

Slide notes: In this scenario Steven is referred for a CE, but doesn't complete it. It's determined through the good cause process that he did not have good cause and he's put into sanction. So, when would he need to be referred to a CE again.




**New CE, CE Update or CAP?
Scenario #4**

Gretchen has been participating in Community Jobs for 3 weeks. She's referred back in 4/07 for not participating. At the non-participation appointment it's determined that she had good cause and is going to be referred to Community Jobs again. She last completed a CE in 9/06. Does she need another CE prior to going back to Community Jobs?

Yes No

New CE, CE Update or CAP? Scenario #4

Slide notes: OK, last one. In this scenario, Gretchen last had a CE in September. She was participating in the Community Jobs program but was referred back when she stopped showing up. You determine that she had good cause and decide that she'll go back to Community Jobs. Does she need to be referred to a new CE before she can continue the CJ?



Comprehensive Evaluation

WorkFirst
washington

"Getting parents back to work is good
for families and working families are
good for Washington"

Governor Gregoire

Comprehensive Evaluation

Slide notes: The CE is a valuable tool that allows partners and parents to determine the most appropriate activities to prepare parents for employment based on their skills, abilities, aptitudes, interests and labor market. Enhancements to the CE policy are designed to reduce the number of events that drive the need to create a new CE and helps WorkFirst Partners get parents through the process and engaged in countable activities more quickly. The CE Update policy combined with the implementation of the CAP meeting will streamline the CE process which should help staff complete CE's within the required 10 day timeframe. WorkFirst partners will continue to work together to hold parents accountable and maximize participation in countable activities. Our goal continues to be striking a balance between providing programs and services needed to help families succeed and children



Optional Certificate

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Click to access the optional
certificate of completion.

Optional Certificate

Slide notes: Thanks for your attention to this training session. A certificate of completion is available by clicking on the box on your screen, and then printing.